


Placing Documents for Scanning

Placing Documents and Photographs on the Document Table

- ▼ Removing the document cover
- ▼ Attaching the reflective document mat

Before scanning a document, remember to respect copyright laws. Do not scan published text or images without first checking the copyright status.

 Open the document cover.




Caution:

Do not place heavy objects on the document table glass. Also, do not press on the document table glass.

 **Note:**

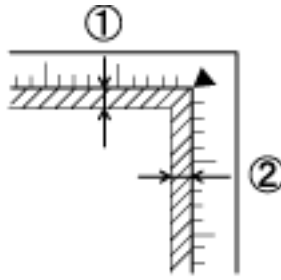
- For thick or large documents, you can remove the document cover to make it easier to align the document. See [Removing the document cover](#).
- If the reflective document mat is not attached, you need to attach it. See [Attaching the reflective document mat](#).

-  Place the document on the document table face down, and make sure that the document is aligned with the upper right corner of the document table.



 **Note:**

- In the Full Auto Mode or when previewing images using the Thumbnail method, if you scan multiple photographs, position each photograph at least 0.8 inches (20 mm) from adjacent photographs.
- An area of up to 0.06 inches (1.5 mm) from the horizontal and vertical edges is not scanned.



1. Maximum unreadable area of 0.06 inches (1.5 mm)
2. Maximum unreadable area of 0.06 inches (1.5 mm)

3 Close the document cover gently so that the document does not move.

Note:

- Always keep the document table clean.
- Do not leave photographs on the document table for an extended period of time as they may stick to the glass.

For more details on the scanning procedure, see [Selecting Scanner Settings](#).

Removing the document cover

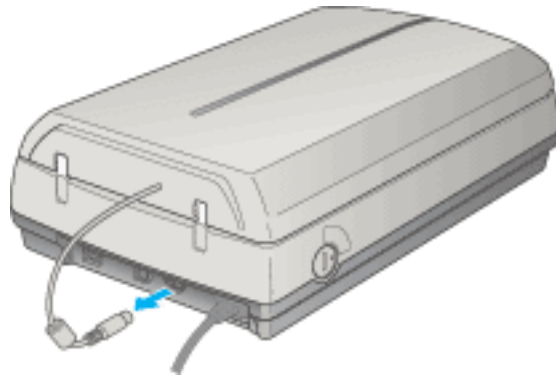
When you scan thick or large documents, you can remove the document cover.

Note:

- When you place documents on the document table without the document cover, make sure you press the document from above to make it flat.
- When you press the document, do not move it and not to add too press too hard.

I Make sure the scanner is turned off.

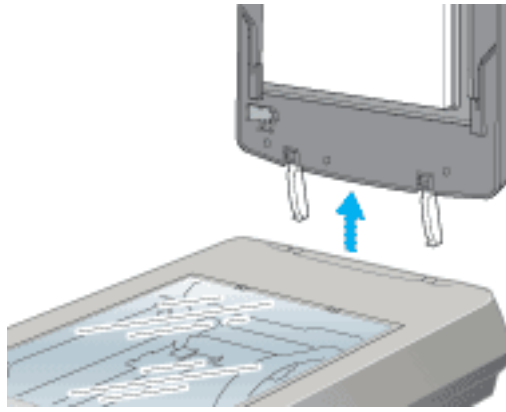
- 2** If the document cover's cable is attached, disconnect it.



- 3** Open the document cover.



- 4** Pull the document cover straight up.



Note:

When you are finished scanning, reattach the document cover in the reverse order that you removed it.



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Attaching the reflective document mat

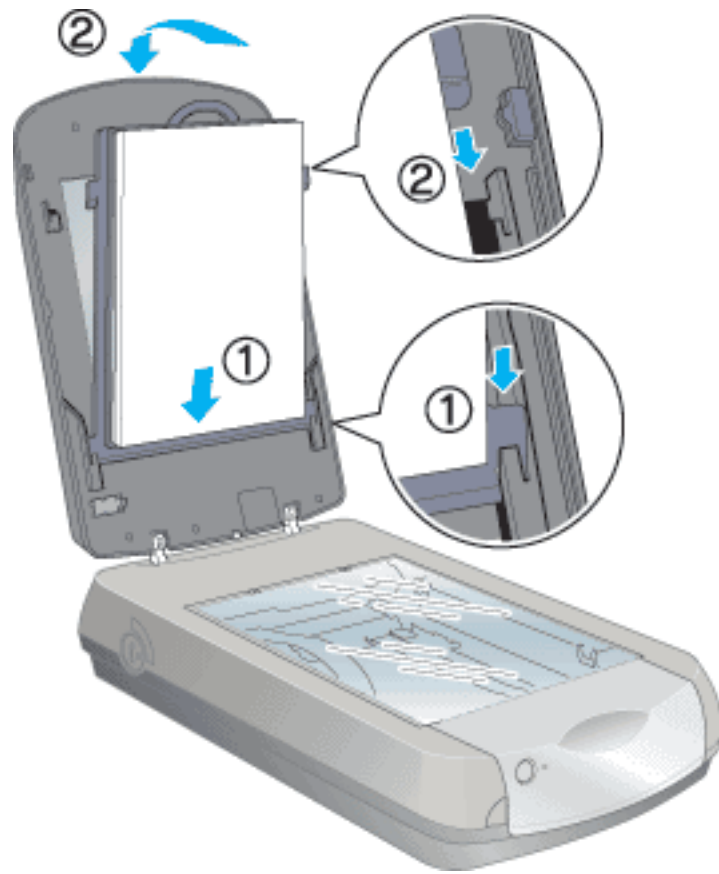
The reflective document mat must be attached to scan reflective documents (like photographs or documents). Follow the steps below.



Open the document cover.



- 2** Hold the top of the reflective document mat and slide it down gently along the document cover. Adjust both bottom corners of the reflective document to fit into the fittings on the document cover, then insert the reflective document mat in the top and bottom fittings on the document cover.




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